

January 10, 2012

To: Municipal Councils/Inuit Community Governments and Auditing Firms

Re: Audited 2011 Annual Expenditure Report for Gas Tax

As you are aware, under the terms of the Local Government Gas Tax Funding Agreement and the Inuit Community Government Gas Tax Funding Agreement, eligible recipients are required to submit an Audited Annual Expenditure Report (AER) to the Province of Newfoundland and Labrador.

For your reference, please find attached an information package and related forms to assist you with the completion of the 2011 Audited Annual Expenditure Report requirements. Additional information has been included in the 2011 Package to assist municipal staff and auditors in completing the AER.

Please be reminded that the 2011 Audited Annual Expenditure Report is **due on or before March 31, 2012**. It is recommended that you submit the 2011 Audited Annual Expenditure Report by this deadline, as future payments of federal gas tax funds are dependent on the receipt of a compliant 2011 Audited Annual Expenditure Report.

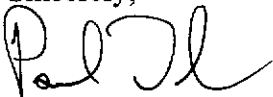
Please **ensure the prescribed forms are used** when preparing the 2011 Audited Annual Expenditure Report. Failure to use the prescribed format may lead to delays in review and processing of AERs. Please ensure that the **Mayor or AngajukKâk signs** the prescribed certification section prior to your submission. For your convenience, we have included a short checklist on page 3 of the information package which should be reviewed prior to your submission.

Please forward the above information **on or before March 31, 2012**, to the following address:

Gas Tax Secretariat
Department of Municipal Affairs
P.O. Box 8700
St. John's, NL A1B 4J6

Should you, or your auditor, have any questions about the process or require assistance in completing your 2011 Audited Annual Expenditure Report, please contact the Gas Tax Secretariat by phone: 1-877-729-4393 or by email: gastax@gov.nl.ca.

Sincerely,



Paul Tucker
Director
Municipal Finance Division

Attachment